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Environmental Restoration Project
Desk Instruction

for:

Electronic Data Deliverable Upload Process

Los Alamos

NATIONAL LABORATORY

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Revision Log

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Electronic Data Deliverable Upload Process

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Electronic Data Deliverable Upload Work Process

1.0 PURPOSE

This Desk Instruction (DI) states the responsibilities and describes the process for uploading electronic data deliverables (EDDs) into the ER database.

2.0 SCOPE

This DI is a guidance document and is implemented by all ER Project participants when they perform the process for uploading electronic data deliverables into the ER database for the ER Project.

3.0 REFERENCES

None.

4.0 DEFINITIONS

- 4.1 Electronic data deliverable — an electronic file sent by analytical laboratories containing data pertaining to conducted analyses.
- 4.2 Parser — a program employed to check/upload EDDs into a database.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 4.0 of this desk instruction.

- 5.1 Data authenticator
- 5.2 Database administrator
- 5.3 Process users
- 5.4 Sample Management Office (SMO)
- 5.5 Supervisor

6.0 PROCEDURE

Note: ER Project personnel may produce paper copies of this desk instruction printed from the controlled-document electronic file located at http://erinternal.lanl.gov/home_links/Library_proc.htm. However, it is their responsibility to ensure that they utilize the current version.

Note: Subcontractors performing work under the ER Project's quality program may follow this desk instruction (DI) for uploading electronic data deliverables (EDDs) into the ER database or may use their own desk instruction as long as the substitute meets the requirements prescribed by the ER Project Quality Management Plan and is approved by the ER Project's Quality Program Project Leader (QPPL) before the commencement of the designated activities.

This process is represented pictorially by the flow diagram in Attachment A.

- 6.1 If the SMO receives an electronic data deliverable (EDD) in the "old" format via e-mail from the analytical laboratory, the **SMO** copies the electronic files into the "Upload" file.
- 6.2 The **SMO** sends the EDD via e-mail to the database administrator.
- 6.3 If the EDD is in the new format, both the SMO and the database administrator receive the EDD via e-mail from the analytical laboratory.
- 6.4 The **database administrator** uses the appropriate parsing program to load the file into a temporary table in Oracle; an error report is automatically printed.
- 6.5 If the file is accepted, the parser statuses EDD_Parser_Status as "Y."
- 6.6 The **database administrator** loads the file into the Oracle database in the Anyl_Stage table.
- 6.7 The **data authenticator** performs authentication following DI-4.8 when the EDD is in the "staging" table.
- 6.8 If the EDD file is not accepted, the parser statuses EDD_Parser_Status as "N."
- 6.9 The **database administrator** sends an e-mail to the SMO detailing the errors in the EDD with a copy of the EDD in question attached.
- 6.10 The **SMO** requests a new EDD from the laboratory, and the process either begins at Section 4.1, if the EDD is submitted in the "old" format, or at Section 4.3, if it is in the "new" format.
- 6.11 Perform Lessons Learned
During the performance of work, **ER Project personnel** identify, document, and submit lessons learned in accordance with QP-3.2, Lessons Learned located at <http://erinternal.lanl.gov/documents/Procedures/qps.htm>.

7.0 RECORDS

None

8.0 TRAINING

- 8.1 All users of this DI are trained by reading the desk instruction; documentation of training is not necessary.
- 8.2 The appropriate **supervisor** monitors the proper implementation of this desk instruction, as required.

9.0 ATTACHMENTS

Attachment A: EDD Upload Process Flow Diagram (1 page)

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

EDD Upload Process Flow Diagram

